

ATHLETICS PROCEDURES & GUIDELINES

Definition

Athletic Events: Extracurricular experiences where students participating on a GRCC sports team travel for team competitions, practice and/or other team related functions.

Representing Office and/or Department

Athletics Department

Phone: 616-234-3990

Email: GRCCathletics@grcc.edu

Employee Procedures & Guidelines

- A. Coaches may not pursue coaching activities until all hiring or volunteer paperwork has been submitted to and approved by Human Resources.
- B. Coaches requesting a College (rented) vehicle must first have approval from the Athletic Director prior to any travel. Upon approval, they must complete the Michigan Department of State Record Lookup Request for Government Agencies form and submit to Campus Police at least 30 days prior to travel.
 1. Employees or Coaches should contact the Fieldhouse Director as early as possible to arrange a rental vehicle as well as any other procedural requirements.
 2. Coaches MUST be 21 years or older and an employee (or authorized volunteer) in order to operate a college vehicle (this includes rental vehicles).
- C. Coaches are to request transportation through the athletic department in advance and receive approval from the Athletic Director prior to any travel.
- D. Coaches will work with the Athletic Director to reconcile employee reimbursements, which may include mileage, food and other expenses that an employee incurred on the team's behalf or while on college sponsored travel in accordance to the 11.1 Employee Reimbursement and 11.4 Employee Travel policies.
- E. Parties responsible for facilitating the College Sponsored Student Travel experience are deemed a Campus Security Authority and will adhere to the federal mandate on Clery reporting. He/She will complete all training and paperwork necessary through Campus Police before departing.
- F. During an emergency or situations involving the well-being of participants and/or violations of the Student Code of Conduct, the person(s) responsible for the off-campus trip will contact the GRCC Campus Police for consultation (616-234-4911). GRCC Campus Police may refer the caller to the Associate Provost and Dean of Students Affairs and/or the Administrator on call.

Student Procedures & Guidelines

- A. Prior to participating in intercollegiate athletics at GRCC and traveling with any sports team, all Student-Athletes must complete and submit the following forms to the Athletic Department:
 - 1. Emergency Contact Information and Insurance Information
 - 2. Acknowledgment of Risk, Waiver and Release of Liability
 - 3. Assumption for Risk and Release for College-sponsored Group Travel
 - 4. Student Travel Expectations and Behavior Agreement

- B. All GRCC Student-Athletes will travel with their respective teams on the transportation provided by the college.
 - 1. If for any reason a Student-Athlete requests to use alternative transportation to or from an athletic event, a Student-Athlete Travel Waiver must be on file with the Athletic Department.

- C. Students are expected to adhere to both the Student Code of Conduct and the Student-Athlete Code of Conduct at all times.